



TOWN COUNCIL – AGENDA REQUEST FORM

THIS FORM WILL BECOME PART OF THE BACKGROUND INFORMATION USED BY THE COUNCIL AND PUBLIC

Please submit Agenda Request Form, including back up information, 8 days prior to the requested meeting date. **Public Hearing requests must be submitted 20 days prior to requested meeting date to meet publication deadlines** (exceptions may be authorized by the Town Manager, Chairman/Vice Chair).

MEETING INFORMATION

Date Submitted: March 1, 2016

Date of Meeting: March 24, 2016

Submitted by: Sharon Marunicz, Human Resources Coordinator

Department: General Government

Time Required: 15 minutes

Speakers: Eileen Cabanel, Town Manager

Background Info. Supplied: Yes: ☒ No: ☐

CATEGORY OF BUSINESS (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Appointment: ☐

Recognition/Resignation/
Retirement: ☒

Public Hearing: ☐

Old Business: ☐

New Business: ☒

Consent Agenda: ☐

Nonpublic: ☐

Other: ☐

TITLE OF ITEM

Personnel Policy Amendment - Smoking Policy

DESCRIPTION OF ITEM

The Town Council will consider approval of an updated Smoking Policy within the Personnel Policy, Chapter VI - Standards of Conduct/Disciplinary Action, Smoking Policy.

REFERENCE (IF KNOWN)

RSA: Warrant Article:

Charter Article: Town Meeting:

Other: Town Personnel Policy Manual N/A

EQUIPMENT REQUIRED (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Projector: ☐ Grant Requirements: ☐

Easel: ☐ Joint Meeting: ☐

Special Seating: ☐ Other: ☐

Laptop: ☐ None: ☐

CONTACT INFORMATION

Name: Sharon Marunicz Address: 6 Baboosic Lake Road, Merrimack

Phone Number: 603 424-2331 Email Address: smarunicz@merrimacknh.gov

APPROVAL

Town Manager: Yes ☒ No: ☐ Chair/Vice Chair: Yes ☐ No: ☐

Hold for Meeting Date: _____